

**Nistarini College**  
**Deshbandhu Road, Purulia - 723101**  
**West Bengal.**

Web: <https://www.nistarinicollege.ac.in>

Mail: [collegenistarini@gmail.com](mailto:collegenistarini@gmail.com)

Advertisement No. **09/ADV/NC/25-26**

Date: - 12/08/2025

**Call for Quotation**

Sealed quotations are invited including GST from reputed qualified software vendors / contractors / bidders / company who have software services related valid trade license for **“Supply, Installation, Customization and Implementation of Koha library management system along with Data Migration from old database (Approx 40,000 volumes) to MARC21 format”**. Last date of submission of Quotations is **19.08.2025** upto 12.00 noon. Quotations will be opened on **19.08.2025** at 1.00 p.m. onwards.

The Quotation should be as per format mentioned in the tender document, and should be addressed to “The Principal, Nistarini College, Deshbandhu Road, Purulia. PIN: 732101, West Bengal”.

**Address for communication / Submission of Bids at:**

Principal, Nistarini College, Deshbandhu Road, Purulia. PIN: 732101. West Bengal, India.

**Delivery of Service at: -**

Central Library, Nistarini College, Deshbandhu Road, Purulia. PIN: 732101. West Bengal, India.

**Risk Purchase & Penalty: -**

1. In the event of failure to provide the service intended for within the stipulated time, it shall be deemed that the vendors /contractors / bidders / Companies are unable to provide the requisitioned service.
2. Tenders must be sealed cover superscripted “Supply, Installation, Customization and Implementation of Koha library management system for Nistarini College, Purulia” and the Name of the tendered on the left-hand side of the Sealed Cover.
3. The Prices should never exceed the M.R.P. normal Market rate.

**Delivery of Service**

Within seven days from the date of receiving of work order.

**General Terms and Conditions: -**

1. All the intending bidders are requested to verify the item with specification prior to submission of the Quotation.
3. Throughout the quotation documents the terms “SUPPLIER” shall mean successful Tenderer.
4. Draw of Lots will be done in case of equal price bids in any item.
5. This Notice inviting Quotation will be treated as a part of the Quotation Documents.
6. Catalogue should be attached with the quotation.
7. Attached Annexure-I, II and III should be duly filled and submitted.
8. In case of any day, meant for this quotation, appears to be an unscheduled holiday, the next working day will be treated as scheduled/ prescribed day for the same purpose.
9. No preconditioned tender will be accepted.
10. PENALTY CLAUSE: In case of any delay in delivery of the items within the time period. College Authority will have the right to charge penalty for the late delivery @ 5% of the contact value per week.
11. Institute will not be responsible for any postal delay.
12. Partial Quotations will not be considered.
13. Rates should be valid for at least six months from the last date of receipt of the quotation.
14. The price schedule should reflect the Basic Price and GST separately.



15. The bidder must not have been debarred during the period of last 10 years by any of the following:
- (a) Central and /or State Ministry/ Department
  - (b) Central and/or State Governmental Organization/ Institution
  - (c) Central and /or State PSU
  - (d) ULBs

Eligible bidder(s) must enclose a declaration on their company letterhead signed by their head of the organization stating that they have not been debarred by any of the above during the period of last 10 years, with their bid document.

**Part - I**  
**Cloud Hosted KOHA ILMS**

Sealed quotations are invited from reputed organizations with proven experience in cloud hosted KOHA ILMS for up to 40,000 volumes.

**BACKGROUND**

Nistarini College, Deshbandhu Road, Purulia. PIN: 732101. West Bengal, India proposes to implement a 24/7 cloud hosted Integrated Library Management Software (ILMS) using the KOHA ILMS version 24.05 or higher.

**[1] SETUP & INSTALLATION** – Installation and commissioning of the entire project is to be executed by the vendor / contractor within the time stipulated in the final work order.

**[2] 2 YEARS OF SUPPORT** – Two years of support with integrated online remote helpdesk facilities must be provided by the vendor from the date of completion of setup and installation.

**[3] SPECIFICATION AND QUANTITY REQUIRED**

SL. No.	Description	Specification	MoU
1	Installation, configuration of a stable version of KOHA ILMS (v24.05 or higher) on the cloud	(a) Cloud hosted with 24/7 availability; (b) 99.9% uptime guarantee; (c) At least 40K item holding records (d) Unlimited user transactions. (e) Automatic daily data backup (f) SSL security with Grade A certificate (g) Server located within India.  The server should be accessible from any computer equipped with a fast internet connection.	<b>TWO YEARS</b>
2	Legacy bibliographic data migration to MARC21	(a) Provide a detailed field wise pre-migration data quality audit report (b) Provide gap analysis report for librarian / competent authority to vet, verify and approve (c) Data de-duplication i.e. 1 title => many copies as a single MARC21 bibliographic record. Simple row-wise conversion (1 title – 1 copy) will not be accepted. (d) Migrated data must include back reference to legacy dataset so that it data verification of migrated data may be possible. (e) Detailed report of final field wise mapping to be submitted at the time of loading the migrated data.	<b>ONE TIME</b>



3	Required customizations	Customizations done should work across and upgrade to KOHA versions during the period under subscription.	<b>TWO YEARS</b>
4	Support and help desk facilities for Library staff on annual basis	Support may be provided through unlimited email, phone, remote desktop software etc.	<b>TWO YEARS</b>
5	Email alerts	For circulation, overdue alerts etc.	AS APPL
6	Bulk user creation	Once a year student account creation form.	<b>TWO YEARS</b>

**[4] TERMS AND CONDITIONS – As per work order to be issued.**

The decision of the college authority will be final and binding on all matters related to this notice. The college reserves the rights to add or modify the specifications and /or quantity (MoU) specified, and /or cancel or renew and /or extend the required specifications and quantity specified and related terms of reference at its sole discretion. By submitting their proposals, bidders acknowledge and agree to accept the college authority's decision as final and absolute in reference to this notice inviting quotations.

**Annexure – I  
Price Bidding Format**

Sl. No.	Description	Units	Rate to be quoted including Service Charge (Rs.)	GST (Rs.)	Total Amount (Rs.)
1.	Unit cost of Cloud Hosted KOHA ILMS as per requirement described in clause [3] (1) of the tender document	01			
2.	Data switchover from old database backup	Approximately 40,000 volumes			
3	On-site training	02 days			
<b>Gross amount including GST for Sl. no. 1 + 2 + 3 =</b>					

**L1 (first lowest) bidder will be selected on the basis of Quoted Gross Amount if all the required documents and credentials are valid and satisfactory.**

**10% of the bill amount will be deducted as Security Deposit for 02 years and will be refunded after 02 years of satisfactory services on recommendation of the office/ department / library.**



## ANNEXURE-II

Sl. No	Particular	
01	Name of the Company / Organization	
02	Registered Office Address and Complete Postal Address	
03	Telephone & E-mail ID	
04	Type of organization (Proprietary / Partnership / Pvt. Ltd. / Public Ltd. (Tender has to provide relevant documents establishing the fact that are Partnership/ Joint/ Limited/ Sole Proprietary Company)	
05	Date of Establishment and Experience in Business	
06	GST number	
07	PAN	



### ANNEXURE-III

Check list of the required documents to be enclosed

Sl. No	Description	Enclosed (Yes/No)
01	Registration certificate of the company issued under the company act or by any other competent authority in the case of proprietary/ Partnership firm etc.	
02	Self-attested Photocopy of Valid Trade License	
03	Self-attested Photocopy of latest P. Tax Challan	
04	Self-attested Photocopy of GSTIN Certificate	
05	Self-attested Photocopy of PAN	
06	<b>Self-certificate that the bidder has never been black-listed by any of Government departments or any other agency/ establishment</b>	
07	Copy of Income Tax Return submission for last 3 years.	
08	Credentials: Photocopy of Credentials of related specific works (minimum 10 credentials) within last 2 (two) years.	

**N.B: The College Authority reserves the right to accept or to reject any bid without assigning any reason whatsoever.**

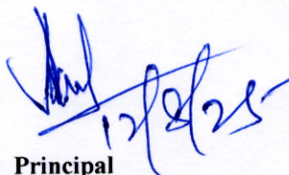
Signature

Name & Full Address of Tenderer:

Phone No.:

Email:

Office Seal of tenderer:

  
Principal  
Nistarini College, Purulia  
**Principal**  
Nistarini College, Purulia